

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please contact Human Resources for a detailed job description and qualifications.)

**DEPARTMENT OF HUMAN SERVICES
PART-TIME FOOD PANTRY COORDINATOR / MINI BUS DRIVER**

The Town of Rocky Hill is seeking qualified candidates to fill the position of a Part-Time Food Pantry Coordinator/Mini Bus Driver. A valid Connecticut Driver's License with an "F" endorsement is required. Please view the job description below.

This position is a non-bargaining unit position. Salary is \$15.00 per hour. Anticipated work schedule of 19 hours per week. Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which clearly demonstrates how the applicant meets the qualifications listed in the job description; and 3) A completed Town of Rocky Hill application. Please submit all application materials to the Department of Human Resources (hrdept@rockyhillct.gov) via electronic mail. Applications will be accepted until the position is filled.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA

**Town of Rocky Hill
Job Description**

POSITION: Food Pantry Coordinator / Mini Bus Driver
DEPARTMENT: Human Services
REPORTS TO: Director of Human Services
SUPERVISES: Volunteers, as necessary
BARGAINING UNIT: None

Summary of Responsibility:

Performs general maintenance and organization of the Town's Food Pantry and coordinates food drives. Serves as a Mini Bus Driver as needed.

Essential Functions:

1. Food Pantry Coordinator:

- a. Organizes and maintains the cleanliness the pantry;
- b. Sorts, shelves, and arranges food donations;
- c. Rotates the stock of food and reports any food shortages for replenishment of such;
- d. Inspects the condition of all food items related to the expiration of products and damage to containers;
- e. Maintains safety of public and staff members by ensuring the materials within the Food Pantry are in the proper place;
- f. Observes clients abiding by Pantry Rules;
- g. Enforce Pantry Rules and report misuse;
- h. Provides exceptional customer service to all customers seeking help;
- i. Receives oral or written instructions from Supervisor(s);
- j. Provides information regarding Food Pantry services to the public;
- k. Records accurate information regarding client usage and donations with the purpose of submitting a monthly report;
- l. Organizes food drives including deliveries and pickups;
- m. Pick up of food donations as necessary.

2. Mini Bus Driver

- a. Operates minibus on an appointment basis.
- b. Assists patrons in and out of bus.
- c. Acts as the bus dispatcher when necessary.
- d. Responsible for safe operations of bus as relates to checking fluid levels, cleanliness, arranging appointments for maintenance checks and problems.
- e. Responsible for pick-up of Town mail and delivery of packets – materials to the Town Officials and media offices.
- f. Takes Town vehicle to car wash.
- g. Conducts related work and special assignments as required.

Note: The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Qualifications and Competencies:

1. Graduation from high school or trade school, or have equivalency certificate and experience operating small trucks and vans.
2. A valid Connecticut Driver's License with "F" Endorsement required. Applicants or holders of a public passenger endorsement [must have an acceptable driving record](#).
3. Must complete prescribed First Aid and CPR training.
4. Knowledge of streets and building locations in Rocky Hill, Wethersfield, and Hartford.
5. Ability to establish positive communication and interaction with customers and staff;
6. Ability to quickly develop a rapport with clients and other stakeholders.
7. Ability to quickly and easily adapt to customer situations, changes in procedures and the ability to multi-task;
8. Ability to accurately and effectively respond to questions from customers and the general public;
9. Ability to maintain accuracy in record keeping and documentation practices;
10. Ability to understand and handle a variety of work related problems;
11. Ability to be flexible with scheduling of hours and work additional hours on occasion as needed;
12. Demonstrated strong organizational skills;
13. Well-defined attention to detail skills;
14. Ability to perform physically demanding tasks and in good health;
15. Ability to follow oral and written instructions and effectively organize a daily schedule.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and lift.
3. Frequently is required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to thirty (30) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.
7. The duties listed above are intended only as illustrative of the various types of work that may be performed.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.